



## JOB DESCRIPTION

<b>POSITION TITLE:</b>	PALS Case Manager II/Therapist
<b>PROGRAM:</b>	Oak Bridge
<b>OPENING DATE:</b>	January 17, 2017
<b>CLOSING DATE:</b>	When filled
<b>HOURS/WEEK:</b>	40
<b>STATUS:</b>	Non-exempt; Full Time

**SCHEDULE:** Monday through Friday – Expected hours of operation will be daytime business hours (10:00am-6:00pm), however the schedule may vary or change as the needs of youth and the community become more clear.

**WAGE/BENEFITS:** Beginning pay is \$19.00; excellent benefits including medical, dental, life & long-term disability insurance, EAP, 401(k), and paid time off. Various voluntary options are also available. Benefit programs have varied waiting periods for eligibility, depending on contract.

**APPLICATION PROCESS:** External applicants can apply by copying and pasting the website below into their browser. Internal applicants can apply through their [Paycom](#) employee dashboard.

<https://www.paycomonline.net/v4/ats/index.php?/job/apply&clientkey=B2769BCD28C361F478D256B9462A3454&job=36202&jpt=>

Due to the volume of applications received, we regret that we can contact only those applicants who are invited to interview. If it happens that you are not contacted to arrange an interview, please know that we are grateful for your interest in employment opportunities at Janus Youth Programs.

Janus Youth Programs, Inc. is an Equal Opportunity Employer. Find out more about Janus at our website, [www.janusyouth.org](http://www.janusyouth.org)!

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## SUMMARY:

The Placement and Liaison Specialist (PALS) Case Manager is responsible for overseeing case plans for youth in a combined HOPE/Crisis Residential Center and Basic Center Program. Guidelines for case management and service provision are governed by the Department of Commerce/Office of Homeless Youth and the Washington Administrative Codes. This position primarily focuses on HOPE clients, but will also serve CRC and Basic Center clients as needed. This position supervises the Case Manager I position and reports to the Program Supervisor.

## QUALIFICATIONS:

- Master's degree in social work or closely allied field from an accredited college or university.
- At least one year experience working in a residential or shelter care program for adolescents.
- At least one year experience working with street youth.
- Case Management and Family Mediation/Therapy experience preferred.
- Preference will be given to persons cross-credentialed in mental health and chemical dependency.

## REQUIRED ABILITIES:

- Knowledge of Positive Youth Development Approach, Family Systems, and Strength Based Theoretical Orientation.
- Ability to read, understand, and comply with the Washington Administrative Codes (WAC's) relative to all aspects of the program.

- Ability to read, understand and comply with HOPE, CRC and Basic Center grant requirements.
- Ability to accurately read, record and interpret information.
- Ability to listen effectively, accurately and compassionately, and to problem solve in a patient manner during a conflictual conversation.
- Ability to provide visual and auditory supervision of clients.
- Proficiency in Microsoft Office suite and internet navigation.
- Must value working in a multicultural/diverse environment.
- Ability to maintain and role-model a professional attitude and response under stressful and unpredictable conditions.
- Ability to work effectively in a team-dependent environment and to act on the agenda of the program, including responding to referral sources and input into client admission and intake.
- Ability to problem solve, exercise independent judgment and respond to crisis situations within the program guidelines.
- Ability to exercise tact, discretion, and judgment in working with a variety of people.
- Ability to effectively monitor and demonstrate group management skills and effective de-escalation techniques in potentially chaotic or volatile situations.
- Ability to remain calm and emotionally available in an environment serving at-risk and runaway youth and families in crisis.
- Ability to communicate effectively in English, both orally and in writing, with a broad range of individuals, including clients, referral agencies, community partners, co-workers, and management staff.
- Ability to maintain appropriate professional boundaries in working with others and in handling confidential information.
- Openness to feedback and supervision.
- Ability to regularly attend scheduled work commitments and meetings in a condition suitable for assuming the responsibilities of the position.
- Ability to perform and teach routine household tasks.
- Manual/physical dexterity allowing for the performance of household tasks (i.e. cleaning) and routine office functions, including phone use, computer use, faxing, copying, filing, etc.

#### **OTHER REQUIREMENTS:**

- Driving is required; a personal vehicle for travel and/or transport clients required. All employees who drive for work purposes must have and maintain a valid driver's license for state of residency, have a driving record that permits coverage under the corporate auto liability policy, and complete the agency's driving approval process before driving for work. If driving a personal vehicle for work purposes drivers must also have personal auto liability coverage (\$100,000/\$300,000 levels strongly recommended). Employees are not to drive for work purposes until they have received written authorization to do so.
- Bloodborne Pathogens training is required on first day of employment and annually thereafter.
- Must complete Mandatory Abuse Training within the first 30 days of employment and annually thereafter.
- Provides emergency first-aid, as needed, and must have and maintain standard first-aid/CPR certification.
- Must pass criminal history background check.
- Food Handler's Certification.
- TB clearance.
- Washington residency preferred.

#### **WORK CONDITIONS:**

- May involve exposure to communicable diseases, including a variety of illnesses and infections such as the common cold, TB, Hepatitis, flu, meningitis, and HIV.
- May involve exposure to upset, angry, severely traumatized or emotionally disturbed children, adolescents, adults, and families.
- Scheduling may require flexible hours.

- May involve time in excess of routine schedule and/or overtime, including evening/overnight, weekend hours, and/or holidays.
- May require working and providing services at locations other than program site (i.e., restaurant, café, clients' apartments, etc.) and may, therefore, be exposed to environments not under agency control (i.e., second-hand smoke, varying hygiene practices, etc.).
- Be willing and able to drive in adverse weather conditions.

This position description is intended to give the reader a good, general idea of the overall purpose and the main activities and responsibilities that are intrinsic to this position. While this description is intended to be representative, it is not intended to be limiting.